



# **How to become a Payline Participant**

# Go to Payline Web Page

- **Key the following web address on your internet browser.**

**<http://payline.virginia.gov>**

**Note: WWW does not precede the web address.**

# Enter Your Social Security Number and click on Forgot Password/New Account

Payline Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department of Accounts  
**Payline**

Welcome to Payline.

Your source for personal earnings, benefits and leave information.

Log On  
Forgot Password / New Account  
Contact Us  
Security  
Help

User ID (SSN) 123456789  
Password

If you are a first time user, simply enter your social security number and click the forgot password/new account button.

Unused **temporary** Payline passwords are deleted 90 days after issuance.  
**Permanent** passwords will be deleted if Payline is not accessed within 180 days.

You can use Payline if your agency processes payroll using CIPPS.  
If you are not sure, contact your agency payroll department.

# LOOK FOR THE TEMPORARY PASSWORD ON AN UPCOMING EARNINGS NOTICE

